



Alexandria Police Department



Directive 10.3

CASE JACKETS

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10.3.01 POLICY AND PURPOSE

It is the policy of this Department to work cooperatively with the Commonwealth's Attorney's Office in the prosecution of criminal cases. Officers of this Department will impartially and thoroughly investigate each case and present their findings in a consistently organized format. [4.1.1, B.2; 62.1.7]

10.3.02 DEFINITIONS

Case Jackets - are prepared in serious cases in order to maintain all available information on a given case in one file folder. This file, after being completed by this Department, becomes the working file of the Commonwealth's Attorney. The more complete the case jacket, the better chance there is of the defendant being convicted. The case jacket is a permanent file. Once the court proceedings are concluded, the jacket is returned to this Department where it is stored until it can be microfilmed or destroyed in accordance with the Information Services (ISS) records destruction schedule. [42.2.2]

CIS – all references to CIS represent both: the Criminal Investigations Crimes Against Persons Section and the Criminal Investigations Property, Financial & Computer Crimes Section.

10.3.03	PROCEDURES
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A. A case jacket WILL be initiated in the following instances:

1. Any Offense/Incident Report (APD-7) taken for a felony where a warrant is obtained, and is on file. Examples are failure to return rental vehicle, and unauthorized use of motor vehicle, with known suspect(s) and warrant(s) on file;
2. Any felony arrest, including traffic felonies, and all shoplifting felonies, whether or not the arrest is made by store personnel. If a case jacket has already been initiated, the arresting officer will take steps to complete it.
3. Any *sudden death investigated by the Office of the Chief Medical Examiner (homicide, suicide, accidental, etc.)*, rape, commercial robbery, or assault where death is imminent, even if no arrest is made or no suspects are known. In these cases the case jacket will be initiated by Criminal Investigations; and
4. Any narcotics or dangerous drug cases except Possession of Marijuana; to be forwarded to Vice/Narcotics through the Case Review Unit. This includes cases where a warrant has not yet been issued pending lab analysis.
5. Officers who have been formally trained in utilizing field test kits for marijuana are not required to complete case jackets nor submit the marijuana to the lab for analysis if the field test is positive. The defendant is to be given a DC-304 Form which is written notice of his/her right to request a full chemical analysis (§ 19.2-188.1). Seized marijuana will be turned into Property following completion of the field test. Instead of a case jacket for these cases, officers are required to file a completed APD-7 including the results of the field test and the property number for the marijuana.

This exemption is for Possession of Marijuana cases only.

* Case jackets in Possession of Marijuana cases will be required if the defendant later requests a full chemical analysis and the court approves the motion. A basic case jacket with a copy of the report, supplements and property sheets will be submitted to Case Review and then forwarded to Vice/Narcotics to have the drugs tested at the state lab.

- B.** The arresting officer, or reporting officer (if no arrest is made), will initiate the case jacket as indicated above. Whenever a case jacket is prepared, a statement indicating this will be entered in the APD-7 or a supplement.
- C.** In certain cases, it may be necessary or desirable for Criminal Investigations to assume complete control over the investigation. In such cases, the arresting officer's supervisor can request the transfer of the responsibility for completion of the case jacket to Criminal Investigations (CIS). The reporting officer will then note this request in the APD-7.

- D. A case jacket is not necessary when serving a warrant from another jurisdiction within Virginia.**

10.3.04 COMPLETION OF THE CASE JACKET**[42.2.2]**

- A.** All documents pertaining to the case will be the original or a legible copy. Prong fasteners, not staples, will be used to place the documents in the jacket. A case jacket should open from right to left and the label should be located on the right side *tab* of the file when you are viewing the file. The holes should be punched on the top of the case jacket and the case jacket stamp placed under the prong fasteners on the *front* top center of the file. *In complex investigations (homicides, etc.), a three ring binder may be used in lieu of the manila folder.*

- B.** Documents will be placed in the folder in the following order.

1. Left side of the folder:

- a.** Statement Forms (APD-94) of victims and witnesses, *if utilized.*

2. Right side of folder:

- a.** Prosecution Feedback Report (APD-0297), which lists the case number, offense and officer. The form is completed by the prosecutor when the case goes to trial. The form is placed on the top right side.
- b.** Offense/Incident Report (APD-7).
- c.** All supplemental reports, in chronological order of events.
- d.** Rights Waiver (APD-93).
- e.** Statement Form (APD-94) from defendant, *if utilized.*
- f.** History Sheet (APD-18), one for each defendant or suspect.
- g.** Debriefing Guide (APD-18A). If this form has any positive responses listed, the officer will follow the instructions printed on the revised APD-18A.
- h.** *All Property Inventory Forms (APD-039).*
- i.** Other documents, as required, in order of importance. Other documents could be, but not limited to, , a copy of the warrant, receipts, copies of documents provided by the victim/business, *crime scene* photographs, *audio/video* CD's *of suspect/witness interviews*, and other items which are important in the prosecution of the case.

NOTE: Each Rights Waiver, Statement, etc., pertaining to a particular defendant will be placed together, in the order given, with the second and subsequent defendants under the first.

- C.** The folder will be labeled with a typed or *a legible* printed label placed on the tab. *Labels should always be typed unless the technical means to do so is not available.* On the label will be typed the following information using at least a size 10 Font.

- 1. First Line:** Last Name, First Name, Middle Name of defendant, case number. If the defendant is a juvenile, the abbreviation "JUV" must appear between the defendant's name and the case number. If there is more than one defendant, use the second line for the second defendant. The first line should be printed or typed at the portion of the label that will allow the reader to view the name and case

number when the file is closed. The name should be typed on the left side and the case number on the right side.

2. Second Line: Name of the offense with which the defendant was charged; date of the arrest. The offense should be on the left side and the date of arrest on the right side of the label.
3. Third Line: Name of the victim of the offense. If the victim is a business, also indicate the name of the reporting party. Example: Sears/Jones, Robert A. Also the name of the officer/investigator who prepared the case jacket (use a fourth line if needed).
4. Fourth Line: *Name of the officer (first and last) on the left side of the label.*

- D. Only one case jacket need be made for each case, except that a separate jacket will be made if adults and juveniles are arrested in the same case. Each case jacket must be as complete as possible. In most instances the two jackets will be duplicates. However, since different courts and different prosecutors are involved, separate jackets are required. *This requirement may be waived by the Commonwealth's Attorney if the same attorney will be prosecuting all defendants.* [82.1.2]

- E. The Prosecutor's Feedback Report (APD-297) will be included in the case jacket by the *officer* preparing the case jacket or the reviewing *Supervisor*. The Case Review Unit will forward this form to the originating officer's supervisor after the completed form is returned by the Commonwealth's Attorney.
- F. When a detective initiates a case jacket, and a warrant is obtained but no arrest is made, the detective will complete the Detective Notification Form (APD-105B) and attach this to the warrant. The APD-105B will provide instructions to officers who make the arrest at a later time. Officers making an arrest on a warrant initiated by CIS or Vice/Narcotics should review the case jacket and this form prior to interviewing the suspect(s).

10.3.05 RESPONSIBILITIES

- A. The assigned officer will complete as much of the case jacket as possible. Care must be taken to ensure that the case jacket and its contents are neat, legible, properly aligned and have a minimal number of holes punched in them.
- B. A supervisor will check the jacket. The reviewing supervisor will ensure that each and every officer who took any action at the crime scene has completed a supplement. After reviewing the jacket, and being satisfied that it is complete, the supervisor will sign the debriefing guide then stamp the top center of the file on the outside with the case jacket stamp, and complete the applicable blocks. Case jackets prepared by patrol officers will then be forwarded to the Case Review Unit within four (4) days of the arrest. Any delay in the completion of case jackets past the four (4) days will be with the approval of the Case Review Unit or the approving supervisor. *In cases where an arrest is not made and a warrant is obtained, case jackets will be prepared when the warrant is obtained and forwarded to the Case Review Unit.* [82.2.4]

1. The supervisor will stamp the outside top center of the case jacket file with the appropriate stamp in descending order:
 - a. In cases where an arrest is made, the stamp indicating the name of the person reviewing the case jacket, and the date it was sent to the Commonwealth Attorney;
 - b. In cases where a warrant is obtained and an arrest is not made, the case jacket will be stamped "PENDING CASE, WARRANT OBTAINED";
 - c. In cases where a case jacket is completed and there is no arrest or warrant obtained (e.g., commercial robbery *or suicide*) the case jacket will be stamped "PENDING CASE" *or "TERMINATED"*; and
 - d. In Juvenile cases the folder will be stamped "JUVENILE." [82.1.2]
 2. *Patrol* supervisors will take *patrol initiated* case jackets to records and:
 - a. Time and date stamp the case jacket file on the front bottom center.
 - b. Complete the case jacket log.
 - c. Place the case jacket in the designated basket.
- C. **The Case Review Unit** will review case jackets prepared by patrol officers to ensure completeness. The Case Review Unit will maintain a database file of all case jackets prepared by patrol officers that have been forwarded to the Commonwealth's Attorney or have otherwise left the control of the Department. [82.2.4]
- D. **Criminal Investigations and Vice/Narcotics** will maintain index files or logs on all case jackets prepared by their detectives that have been forwarded to the Commonwealth's Attorney. *A supervisor* will review their case jackets.
- E. **ISS** will notify the officer or detective handling the case when they receive notification of an arrest in another jurisdiction for an Alexandria warrant. That officer or detective will then complete a Suspect/Arrest Report (APD-7B) and the case jacket, if applicable.

10.3.06 STORAGE OF CASE JACKETS

All patrol case jackets, *that are "PENDING" or "PENDING, WARRANT OBTAINED"* will be stored in ISS. Active CIS or V/N case jackets will be maintained by the appropriate detective while the case is still active. Once a case is pending the case jacket will be forwarded to ISS for storage. Case jackets stored in ISS will be kept in a separate file cabinet. Case jackets on open or pending cases will not be sent to the City's Records Center unless purged in accordance with the records retention schedule or a warrant is purged. All pending Homicide case jackets will be retained in the Criminal Investigations Crimes Against Persons Section. [82.2.5]

BY AUTHORITY OF:

Earl L. Cook
Chief of Police